

APPLICATION FOR VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)

NAME _____ SSAN _____

ORGANIZATION _____ DUTY PHONE _____

JOB TITLE, SERIES & GRADE _____

I am applying for Voluntary Separation Incentive Pay (VSIP) under the following option (check one):

- ☐ Optional Retirement
- ☐ Voluntary Early Retirement
- ☐ Resignation

I understand that DoD has identified surplus employees who are potentially available for placement into my position. This application authorizes the Human Resources Office (HRO) to formally offer my position to a surplus employee. If all available surplus employees decline, the offer, my application will be considered disapproved.

When my HRO is advised that a surplus employee has accepted the offer of my position, my VSIP application will be automatically approved. At that time, I will be committed to voluntary separation and will be entitled to receive a cash incentive equal to the lesser of (1) \$25,000; or (2) the amount that I would receive under the formula for computing severance pay. I understand that once approved I will not be allowed to withdraw my application.

I also understand that if the number of VSIP applicant's in my skill exceeds the number of surplus employees who accept job offers, incentive applications will be approved in order of the applicants' Leave Service Computation Dates.

I understand that employees who accept separation pay cannot be reemployed by the Federal government for 5 years after separation unless they repay the full amount received, and are also ineligible for registration in the DoD Priority Placement Program (PPP).

SIGNATURE _____

DATE _____

HRO USE ONLY

LEAVE SCD _____ DATE OFFERED _____

DATE/TIME NOTIFIED OF ACCEPTANCE _____